



U.S. Department of Justice

Office of Attorney Personnel Management

Washington, D.C. 20530

INFORMATION FOR EXPERIENCED ATTORNEYS INTERESTED IN LEGAL EMPLOYMENT WITH THE U.S. DEPARTMENT OF JUSTICE

The Department of Justice recruits experienced attorneys through its Lateral Attorney Recruitment Program (LARP). This brief memorandum provides information about the LARP application process and eligibility requirements, and outlines the various resources that will be helpful when considering experienced attorney employment opportunities at the Department.

APPLICATION PROCESS

The Department maintains a decentralized system for hiring experienced attorneys. Each organization within the Department conducts its hiring of experienced attorneys independently. However, all of the organizations require a resume as part of the application process (an OF-612 is welcome but not required). If you are interested in submitting resumes for consideration by more than one organization in the Department, you must send a separate resume to each organization. We recommend that your resume be accompanied by a cover letter describing your interest in the particular organization and highlighting relevant experience.

There are two ways experienced attorneys can apply to the Department:

1. In response to a specific vacancy. All advertised vacancies are listed on the Department's web page at <http://www.usdoj.gov/oapm/attvacancies.html>. Resumes (and any other items specified in the announcement) must be submitted by the closing date (if any) indicated in the vacancy announcement.
2. By direct application to any Department organization in which you have an interest. Not all vacancies are announced and many Department organizations will consider unsolicited resumes for vacancies that occur in their offices. Your resume may be submitted at any time (there is no deadline).

ELIGIBILITY

To qualify for participation in the LARP, you must have had your J.D. degree for at least one year, **or** have your LL.M. or other graduate law degree in addition to a J.D., **and** be an active member of at least one bar (any jurisdiction).

(Over)

INFORMATIONAL RESOURCES



Legal Activities book (LAB)

The LAB describes the legal responsibilities of the Department and the work of each of its organizations, and provides detailed information about its legal employment programs. The LAB, also available on the Department's web page at <http://www.usdoj.gov/oapm/oapmlab.html>, is a useful guide to attorneys who are looking for a general introduction to the Department, as well as to those who have a specific interest in a particular organization and/or section.

The LAB also includes (in the last few pages): (1) a directory of legal hiring contacts (including mailing addresses, names, and telephone numbers) for all organizations in the Department which accept resumes from attorneys; (2) a directory of the legal hiring contacts for the 94 U.S. Attorneys' Offices; and (3) the "Directory of the Field Office Locations Employing Attorneys" (this is a useful guide for those seeking employment outside the Washington, D.C., metropolitan area).



The Internet

We encourage you to consult the Department's web page which contains a listing of current advertised attorney vacancies at <http://www.usdoj.gov/oapm/attvacancies.html>. For access to the many Department organizations that maintain their own web page visit the Department's web page at http://www.usdoj.gov/02organizations/02_1.html.



Recorded Information

You may call (202) 514-7814 for recorded information (available 24 hours a day) on the eligibility and application requirements for the LARP and/or to leave voice mail. TDD number: (202) 616-2113.

Thank you for your interest in legal employment at the U.S. Department of Justice.

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The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review. Non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Dual citizens of the U.S. and another country will be considered on a case-by-case basis.

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